

	Slovak Medical University in Bratislava Limbová 12 833 03 Bratislava 37	S/4/2023  Printout No.: 1  Period of archiving: 10 years
	<b>Rules of establishment of the Study          Field Committees in doctoral studies at          the Slovak Medical University in          Bratislava</b>	



### Guideline No. 4/2023

Rector of the Slovak Medical University in Bratislava (hereinafter referred to as "SMU") in accordance with para 54, part 17 of the Act No. 131/2002 Coll. on Higher Education and on amendment and supplement of certain Acts as amended according to Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 244/2019 Coll. on the system of study fields in the Slovak Republic as well as the provision of Article 5 part 4 of the Organisational Order of the SMU and in accordance with the Article 54 part 4 of the SMU Statute is issuing this Guideline on setting up the **rules of establishment of the Study Field Committees in doctoral studies at the Slovak Medical University in Bratislava**

<b>Internal regulation was elaborated by:</b> Vice-rector for Internal Quality Assurance System Support Centre of Internal Quality System	Signature:	Date of elaboration: 24 May 2023
<b>Internal Regulation was approved by:</b> Dr. h. c. prof., MUDr. Peter Šimko, CSc.	Signature:	Date of approval: 24 May 2023
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Bratislava 2023

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## **PART ONE INTRODUCTORY PROVISIONS**

### **Article 1 Principal provisions**

- (1) Doctoral studies are the third level of higher education within accredited study programmes listed in the register of study fields<sup>1</sup>.
- (2) Doctoral studies at the Slovak Medical University in Bratislava (hereinafter referred to as "SMU") in the relevant field of study are monitored and evaluated in terms of international and national standards by the Study Field Committee.<sup>2</sup>
- (3) The Study Field Committee for doctoral studies is established by the dean of the faculty where the study programme is carried out according to this internal regulation and may, in agreement with other universities in the Slovak Republic, create joint Study Field Committee for the relevant field of study, if the doctoral studies are provided together with an external educational institution, this institution has adequate representation in the Study Field Committee.<sup>3</sup>

### **Article 2 Subject**

- (1) This internal guideline regulates:
  - a) the procedure for establishing and resolution of Study Field Committee of the study fields in which SMU provides, organizes and ensures higher education within accredited doctoral study programmes,
  - b) composition of the Study Field Committee and the nomination procedure of its members,
  - c) internal organisation of Study Field Committee,
  - d) the position and competence of the Study Field Committee in the process of study preparation and implementation, in the preparation and course of the dissertation examination, in the preparation and defence of the dissertation thesis and in the evaluation of the quality of the implementation of doctoral study programmes,
  - e) Organisation order and rules of procedure of Study Field Committee.
- (2) List of Study Field Committees for doctoral studies at the SMU in Bratislava is contained in Annex No. 1 of this Guideline.

## **PART TWO ESTABLISHMENT AND RESOLUTION OF THE STUDY FIELD COMMITTEE AND NOMINATION AND REVOCATION OF STUDY FIELD COMMITTEES MEMBERS**

### **Article 3 Establishment and resolution of Study Field Committee of doctoral study**

- (1) The dean of the relevant faculty establishes a Study Field Committee in the field of study in which the relevant faculty is authorized to create, implement, and adjust doctoral study programmes after assessment of their compliance by the Board of the Internal Quality Assurance System at SMU (hereinafter referred to as the "Internal quality Board of SMU").
- (2) The dean of the relevant faculty establishes a Study Field Committee in the field of study in which the SMU has not yet been authorized to conduct doctoral study programmes, after granting accreditation by decision of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as „SAAHE “)<sup>4</sup> for the doctoral study programme, which will take place at the relevant faculty.

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<sup>1</sup> para 2 part 5 of the Higher Education Act

<sup>2</sup> para 54 part 17 of the Higher Education Act

<sup>3</sup> para 54 part of the Higher Education Act

<sup>4</sup> para 30 part 8 of the Law No. 269/2018 Coll. on Quality Assurance in Higher Education and on amendment and supplement of the Law No. 343/2015 Coll. on public procurement and on amendment and supplement to certain Laws as amended.

- (3) The dean shall state in the decision on the establishment of the Study Field Committee:
  - a) Name of Study Field Committee,
  - b) Group of study field and relevant study fields which belong hereto<sup>5</sup>
  - c) Name of doctoral study programme under the competence of relevant Study Field Committee,
  - d) Study programme code,
  - e) Level under the National qualification framework,
  - f) Form of study,
  - g) Length of study,
  - h) Language of tuition,
  - i) Place of its provision (name of faculty)
  - j) Involvement of external institution,
  - k) List of Study Field Committee members.
- (4) The Study Field Committee of the study programme, which has ceased to fulfil its mission, may be dissolved by the dean's decision and its members may be dismissed, in the case:
  - a) if SMU cancelled all accredited doctoral study programmes in the relevant field of study<sup>6</sup>,
  - b) if the SAAHE decided to cancel all study programmes in the relevant field of study<sup>7</sup>.
- (5) The same procedure as for the establishment of a Study Field Committee and the nomination of members of a Study Field Committee applies to the resolution of the Study Field Committee and the dismissal of its members.
- (6) Organizational-administrative works connected with the activities of the Study Field Committee are provided by the faculty at which the Study Field Committee is established. The dean of the concerned faculty is responsible for creating adequate conditions for the fulfilment of the mission of the Study Field Committee and the activities of its members.

#### **Article 4**

##### **Composition of members of Study Field Committee**

- (1) Members of the Study Field Committee are university teachers working in the functional position of professor or associate professor working in the study programme or university teachers with the scientific title of Doctor of Sciences "DrSc.", or researchers with the recognized qualification level IIa., and other experts from other universities or faculties, Slovak Academy of Science workplaces and other scientific and research organizations at least with academic title "PhD. respectively CSc." or emeritus professors. As a rule, the Study Field Committee consists of 5 members, including the chairman. If an external educational institution participates in the implementation of the doctoral study programme<sup>8</sup> this will be represented in the Study Field Committee by at least one member.
- (2) The Study Field Committee is composed of experts working in the study programme who are employees of the SMU in Bratislava (Faculty of Nursing and Professional Health Studies, Faculty of Medicine, Faculty of Public Health, Faculty of Health with headquarters in Banská Bystrica), other universities or faculties, Slovak Academy of Sciences workplaces and other scientific and research organizations.
- (3) Members of the Study Field Committee who are not members of the SMU academia<sup>9</sup> and do not work at the relevant faculty, they must also prove their scientific/artistic-pedagogical characteristics.
- (4) The function of a member of the Study Field Committee is honorary and its performance is irreplaceable.
- (5) The term of office of the members of the Study Field Committee for doctoral studies lasts for the period of validity of the granted rights for the accreditation of the study programme, but at the longest, until the next assessment of the internal quality system of the SMU by the SAAHE.

<sup>5</sup> Annex 2 to Decree No. 244/2019 Coll. letter c)

<sup>6</sup> para 51a part 3 of the Higher Education Act

<sup>7</sup> para 28 part 4 of the Law No. 269/2018 Coll. on Quality Assurance in Higher Education and on amendment and supplement of the Law No. 343/2015 Coll. on public procurement and on amendment and supplement to certain Laws as amended

<sup>8</sup> para 54 part 22 of the Higher Education Act

<sup>9</sup> Article 6 part 1 and Article 15 of the SMU Statute

**Article 5**  
**Appointment and dismissal of Study Field Committee members**

- (1) The members of the Study Field Committee are appointed and dismissed by the dean of the relevant faculty of the SMU in Bratislava on the proposal of the main person responsible for the implementation, development and quality assurance of the doctoral study programme from the faculty where the study programme in the given field of study is carried out. The dean of the relevant faculty submits the proposal of the members of the Study Field Committee for approval to the Scientific Board of the relevant faculty. The dean has the right to modify the list of proposed candidates of the relevant Study Field Committee before its approval by the Scientific Board of the relevant faculty.
- (2) Proposal for appointment as a member of the Study Field Committee pursuant to Article 4, paragraph 3 of this guideline must contain the research/artistic/pedagogical characteristics (VUPCH) of the proposed member. The sample of the proposal for appointment as a member of the Study Field Committee is in the Annex no. 2 of this guideline. A sample of the appointment decree is in the Annex no. 4 of this guideline.
- (3) The reasons for the dismissal are set out in Article 3, paragraph 4 of this guideline. The sample of the dismissal decree is in the Annex no. 5 of this guideline.

**Article 6**  
**Internal organisation of Study Field Committee**

- (1) The activities of the Study Field Committee in the relevant field of study are managed by the chairman of the Study Field Committee, who is elected by the members of the Study Field Committee from among their members.<sup>10</sup> If necessary, the chairman of the committee is represented by its vice-chairman, who is designated by the chairman of the committee from among the members of the committee.
- (2) The chairman of the Study Field Committee in particular:
  - a) represents the Study Field Committee externally,
  - b) manages and coordinates the activities of the Study Field Committee,
  - c) convenes and determines the agenda and leads the meetings of the Study Field Committee.
- (3) Rights and obligations of Study Field Committee members:
  - a) Obligation of taking part at the meetings of the Study Field committee,
  - b) the right to be informed and comment on the course of each individual doctoral student's study programme,
  - c) the right to be appointed to examination committees for the entrance examination, examination committees for conducting the dissertation examination and examination committees for the defence of the dissertation thesis.
- (4) The administrative and organizational activities of the Study Field Committee are provided by the secretary of the committee designated by the chairman of the committee.
- (5) Secretary of the Study Field Committee designated by the chairman of the Study Field Committee:
  - a) administratively manages the agenda of the Study Field Committee; ensures the preparation and distribution of invitations and background materials for committee meetings and other tasks entrusted to him/her by the chairman of the Study Field Committee, or vice-chairman of the Study Field Committee;
  - b) organizes the meetings of the Study Field Committee;
  - c) prepares the minutes of the Study Field Committee meeting and ensures its immediate delivery to the department for science, research and doctoral studies;
  - d) ensures the publication of current information on the composition and activities of the Study Field Committee;
  - e) provides counselling to doctoral students in fulfilling their study obligations.

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<sup>10</sup> para 54 part 17 of the Higher Education Act

**Article 7**  
**Suspension and termination of membership in Study Field Committee**

- (1) Membership in the Study Field Committee may be suspended:
  - a) if a member of the Study Field Committee does not attend its session 3 times in a row, including "per rollam" voting - via electronic/written communication,
  - b) if a member of the Study Field Committee is unfit to work for a long time and cannot participate in the meetings and activities of the committee,
  - c) if a member of the Study Field Committee is abroad for a long period of time and cannot participate in the meetings and activities of the committee.
- (2) A member of the Study Field Committee may request suspension of membership in the Study Field Committee from the chairman of the Study Field Committee in writing, specifying the period during which the suspension is requested. By suspending membership in the Study Field Committee, the right to participate in meetings and activities of the Study Field Committee ceases. After the expiry of the reason for the suspension of membership in the Study Field Committee, the member of the relevant Study Field Committee may apply in writing from the chairman of the Study Field Committee for the renewal of his/her membership.
- (3) Membership in the Study Field Committee is suspended and renewed by the dean after delivery of a written request by a member of the Study Field Committee to the chairman of the Study Field Committee.
- (4) Membership in the Study Field Committee is terminated by:
  - a) the expiration of the period for which the member of the Study Field Committee was appointed,
  - b) on the date of delivery of a written declaration by a member of the Study Field Committee to the chairman of the Study Field Committee about resignation from membership in the Study Field Committee, without prior approval by the Scientific Board of the SMU,
  - c) termination of employment at the SMU, or in an external institution,
  - d) the end of the term of office of the Study Field Committee,
  - e) expiry of the period for which the membership was suspended and a written request to the chairman of the Study Field Committee for the renewal of membership in the Study Field Committee was not delivered,
  - f) cancelling the study programme according to Article 3, paragraph 4,
  - g) by death of the member of the Study Field Committee.

**Article 8**  
**Position and competence of Study Field Committee**

- (1) The activity of the Study Field Committee is stipulated by the Higher Education Act<sup>11</sup>. Through its activity and operation, the Study Field Committee creates prerequisites for quality assurance in the implementation of doctoral study programmes falling under its competence. It ensures the quality and international level of dissertation topics, takes care of the quality and international level of the scientific creative activity of responsible persons and trainers. The Study Field Committee oversees that the education of doctoral students is carried out in accordance with the SMU Code of Ethics.<sup>12</sup>
- (2) Study Field Committee mainly:
  - a) Follows and evaluates doctoral studies,
  - b) Supervises the fulfilment of standards<sup>13</sup> of the doctoral studies at the respective faculty where the study programme is carried out,
  - c) discusses the individual study and scientific plan<sup>14</sup> of a student in doctoral studies in the respective field, as elaborated by student together with tutor and provides their approval.
- (3) The Study Field Committee of the Study department supervises the quality of the content of the students' individual study plans, monitors and evaluates the study during the preparation,

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<sup>11</sup> para 54 part 17 of the Higher Education Act

<sup>12</sup> Internal Regulation of the SMU No. 10/2022 Code of Ethics of the SMU

<sup>13</sup> SAAHE standards for study programme

<sup>14</sup> so called study plan as per para 54 part 8 of the Higher Education Act, as the study plan applies to the study part of the doctoral study and the scientific plan to the scientific part of the doctoral study

implementation and proper completion of each individual study plan (hereinafter referred to as "ISP") of the student of the doctoral study programme (hereinafter referred to as "doctoral student")<sup>15</sup>.

- (4) Further details regarding the activities of the Study Field Committee during the course of the study, during the preparation and course of the dissertation examination and during the preparation of the defence and defence of the dissertation thesis by each doctoral student are specified in more detail in the Study Order of doctoral studies.
- (5) Study Field Committee further on:
  - a) discusses and approves proposals for dissertation topics<sup>16</sup> for the upcoming academic year by April 30 of the relevant academic year, including information about changes in tutors and changes in dissertation topics that took place in a given academic year,
  - b) discusses and approves a change of tutor in the event of a doctoral student's or tutor's request for such change,
  - c) at the tutor's suggestion, discusses and approves the opponent of the written thesis for the dissertation exam,
  - d) on the basis of the doctoral student's request for permission to defend the dissertation, discusses and approves the opponents of the dissertation, as well as the chairman and members of the committee for the defence of the dissertation,
  - e) regularly evaluates and updates the fulfilment of the doctoral student's study and scientific plan in the relevant study programme once a year in the presence of the tutor and proposes measures,
  - f) records information on the results of the admission procedure for doctoral studies by 30 September of the relevant calendar year,
  - g) discusses information on all completed dissertation defences for the past academic year, indicating the name of the doctoral student, the name of the dissertation, the name of the study programme, opponents of the dissertation, the chairman and members of the committee for the defence of the dissertation, the date of the dissertation defence, the result of a defence and the overall result of the doctoral studies of the doctoral student by 30 September of the respective calendar year,
  - h) discusses written information on the respective study and scientific plans of newly admitted doctoral students in the study programme of the relevant field of study, and the results of the annual evaluation of the fulfilment of the study and scientific plans of doctoral students in the relevant study programme and their updating by 30 October of the relevant calendar year,
  - i) performs other actions related to doctoral studies at the relevant faculty

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<sup>15</sup> Study Order of doctoral studies

<sup>16</sup> Article 2 part 1 of the Study Order of doctoral studies

**PART THREE**  
**RULES OF PROCEDURE OF STUDY FIELD COMMITTEE**

**Article 9**  
**Meeting of the Study Field Committee**

- (1) The Study Field Committee usually meets twice a year. The chairman of the Study Field Committee can also convene an extraordinary session of the Study Field Committee at the request of the rector, dean or at the request of the majority of the committee members.
- (2) The meeting of the Study Field Committee is convened in writing or electronically by the chairman of the Study Field Committee, at least 5 calendar days before the date of the Study Field Committee meeting.
- (3) The meeting of the Study Field Committee is chaired by the chairman of the Study Field Committee, or a member of the Study Field Committee authorized by chairman. The meeting of the Study Field Committee can be held via video conference or other means of information and communication technology without the physical presence of its members. The chairman can also invite persons who are not committee members for a meeting.
- (4) At the beginning of the session, the members of the Study Field Committee may submit to the chairman proposals for change, or addition to the agenda.
- (5) The Study Field Committee has a quorum if at least 2/3 of its members are present.
- (6) Proposals of members and resolutions of the Study Field Committee are adopted by public vote. The Study Field Committee can decide on a secret voting method in individual cases. In necessary cases, it is possible to conduct correspondence voting or voting per rollam, if the next regular session would unacceptably delay the completion of the doctoral student's study programme. Voting in the case of the election of the chairman of the Study Field Committee is held by secret vote.
- (7) Proposals and resolutions are adopted if a majority of the present members of the Study Field Committee voted for them. In case of equality of votes, the vote of the chairman of the Study Field Committee is decisive one.
- (8) The secretary of the Study Field Committee is obliged to ensure that the minutes of each meeting of the committee are drawn up, which are delivered to all members of the committee in electronic form. Minutes from the meetings of the Study Field Committee are archived for 10 years in accordance with the internal regulations of the SMU.<sup>17</sup>
- (9) The date of the meeting of the Study Field Committee and its agenda is announced by the chairman to the heads of the departments where the doctoral study programme is conducted and to the statutory representatives of external educational institutions that participate in the implementation of the doctoral study programme. The head of the department and the statutory representative of the external educational institution have the right to participate in the session of the Study Field Committee and have the right to comment on the discussed points.
- (10) Meetings of the Study Field Committee are closed to the public and are held according to a need so that the Study Field Committee performs activities in line with the Art. 8 of this guideline.

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<sup>17</sup> Annex No. 2 of the Registration Order of the SMU



**PART FOUR  
TRANSITIONAL AND FINAL PROVISIONS**

**Article 10  
Transitional and final provisions**

- (1) Lists of accredited doctoral study programmes and the validity of accreditations, lists of Study Field Committees and the period during which the respective Study Field Committees were established, lists of Study Field Committee members and the period for which the Study Field Committee members were appointed are published and regularly updated by faculties.
- (2) Each faculty, where a doctoral study programme is conducted in a field of study, shall ensure the harmonization of its internal regulations regarding doctoral studies and the establishment of Study Field Committees according to this internal guideline by 31 August 2023 at the latest.
- (3) This internal regulation was discussed at the meeting of the SMU rector's college in Bratislava on 10 May 2023.
- (4) This internal guideline becomes valid and effective on the date of signature of the rector of the SMU in Bratislava.

In Bratislava, on May 23, 2023

.....  
Dr. h. c. prof. MUDr. Peter Šimko, CSc.  
rector

Annexes:

1. List of Study Field Committees of doctoral studies at the SMU in Bratislava
2. Proposal for appointment of the member in Study Field Committee of doctoral study at the SMU in Bratislava
3. Decision of dean on establishment of Study Field Committee in doctoral study programme
4. Appointment decree of member of Study Field Committee of the doctoral study at the SMU in Bratislava
5. Dismissal decree of member of Study Field Committee of the doctoral study at the SMU in Bratislava

Annex 1

**List of Study Field Committees of doctoral studies at the SMU in Bratislava**

Groups of study fields and inclusion of study fields in them:

**Medical and Health sciences**

1. General Medicine
  - 1.1 Surgery,
  - 1.2 Internal Medicine
2. Nursing
3. Public Health

Annex 2  
Proposal for appointment of the member in Study Field Committee of doctoral study at the SMU in Bratislava



Faculty .....

Science Board of the Faculty.....

Reg. Number:  
In Bratislava on .....

**Proposal for appointment of the member in Study Field Committee of doctoral study at the SMU in Bratislava**

elaborated in accordance with Art. 5 of the Guideline No.4/2023 on the rules for the establishment of Study Field Committees of doctoral studies at the SMU (hereinafter referred to as the "guideline")

Study field: .....  
Name Surname and Titles: .....  
Address of the Employer: .....  
Date of birth: .....

Inseparable part of the proposal is the research/artistic/pedagogical characteristics (VUPCH), if the person is not a member of the SMU academia.

.....  
Name and Surname/Signature of dean of the faculty

Annex 3

Decision of dean on establishment of Study Field Committee in doctoral study programme



Faculty .....

Reg. No.: .....  
In Bratislava on .....

**Decision of dean on establishment of Study Field Committee in doctoral study programme**

In accordance with the provisions of Art. 3 par. 3 of this Guideline No 4/2023 on the rules for establishing Study Field Committees of doctoral study at the SMU (hereinafter referred to as the "guideline"), **the dean establishes a Study Field Committee:**

**Medical and Health Sciences**

**Name of study field**.....

For a period of accreditation validity of the doctoral study programmes....., which will function under the competence of the respective Study Field Committee.

Doctoral study programmes carried out in the relevant field of study, which will be included:

Name of the doctoral study programme

Code of study programme

NQF level

Realised as

Full-time/part-time\*

form of study

Standard length of study

in

Slovak

Language of tuition

In realisation of this study programme an external scientific institution is/is not involved \*: (*Name of institution*)

.....

\* Please state only one option.

The list of the members of Study Field Committee for the study field was approved by the Scientific Board of the Faculty on .....

	<b>Title, Name and Surname</b>	<b>Workplace</b>
1.		
2.		
3.		
4.		
5.		

.....  
Name and Surname/signature of  
dean of respective faculty

Annex 4

Appointment decree of member of Study Field Committee of the doctoral study at the SMU in Bratislava



## Appointment decree

### *Name and Surname, titles*

Pursuant to Article Art. 5 par. 1 of the Guideline No 4/2023 on the rules for establishing Study Field Committees for doctoral studies at the SMU I do

### **a p p o i n t**

you as a member of the Study Field Committee ..... (state the name of Study Field Committee) in the group of study fields Medical and health sciences according to the Annex to the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 244/2019 Coll. on the system of study fields in the Slovak Republic as amended for the period of accreditation of this study programme.

I wish you a success in the fulfilling of your function.

Sincerely yours

.....  
Name and Surname/signature of  
dean of respective faculty

In Bratislava on .....

Annex 5

Dismissal decree of member of Study Field Committee of the doctoral study at the SMU in Bratislava



Faculty .....

## Dismissal decree

### *Name and Surname, titles*

Pursuant to Art. 5 par. 1 and Art. 3 par. 4 letters a)/b) \* of the Guideline No 4/2023 on the rules for the establishment of Study Field Committees for doctoral studies at the SMU, I do

### **d i s m i s s**

you from the membership in the Study Field Committee.....(please state name of Study Field Committee) as of .....(date)

.....in the group of study fields Medical and Health sciences.

Thank you for your contribution to the work in this Study

Field committee.

Sincerely yours

.....  
Name and Surname/signature of  
dean of respective faculty

In Bratislava on .....

\* Please state only one option.